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OFFICE OF FINANCE STAFF MEETING MINUTES

31 March 1982

A. Notes Based on DDA Staff Meetings:

1. The DDA announced EO 12065 was about to be signed, ready for the President.

2. There was a discussion about 5/4-9 work schedules, has been extended throughout the Government for four months.

3. There was a complaint from the ExDir to the DDA pertaining to delayed or late payments being made to sign-language instructors engaged as Independent Contractors. A memo was sent to the DDA explaining the processing and payrolling procedures for Independent Contractors. Also conversations were held with the involved OP representative.

4. The Director, Office of External Affairs has requested from the DDA Office Directors a biweekly report for the DCI of all Agency contacts they may have with members of Congress and their Staffs.

5. An inter-Agency Counter Terror Group has been created. State Department will head up this Group.

25X1 6. Reported [ ] is doing well after heart surgery.

7. Mr. McDonald reported GSA announced will sign lease on new Credit Union building soon.

B. Items from Mr. Sherman:

1. Mr. Sherman reported Keith Hall, OMB Examiner, will be here on Thursday, 1 April to be briefed on Agency Defense appropriations.

2. Mr. Sherman announced there will be a new rotational plan starting in the O/Director of Finance for secretarial coverage on a rotational basis. This coverage will be rotated among seven Office of Finance Divisions and Staffs. A memo will be coming out on this subject in the near future asking for the name of the principal secretary that will be available for this coverage.

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C. Around-the-table:

25X1 1. [ ] reported his TDY trip [ ] went well.

25X1 2. [ ] reported preliminary tests for automatic processing of electronically transmitted accounting cables into the Class B system have been successful. Cables have been received from the

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field and passed electronically to the VM system, processed by two programs and read directly into the Class B software for normal processing. EUR/B&F is assisting in the testing and will attempt to process first automatic cable this week. Also reported a representative of Interactive Computer Systems (in. N.H.) provided a briefing on 30 March regarding the Company's software package for a computerized travel accounting system. Travel data is input from a terminal, subjected to various controls and edits, and posted to the proper accounts. The system will be studied further to determine applicability to Agency travel procedures.

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3. [ ] reported he will be meeting with [ ] of the National Intelligence Emergency Planning Staff (NIEPS) re NIEPS missions and responsibilities, particularly the need for Finance to furnish a Finance Officer with budget and contract experience to this Staff. It was also mentioned this Staff anticipates having personnel

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